

LMD RELATED QUESTIONS AND ANSWERS FOR NIFA STAFF

NO	CATEGORY	TYPE	QUESTION	ANSWERS
1	Pre-login	Access	Can I access LMD from home?	Yes. You can access the Dashboard from home using your network ID and password.
2	Pre-login	Access	Can we grant access to LMD to people outside of NIFA?	No. Due to the sensitive nature of some the information contained in the system, only the LMD Administrator can grant access to LMD to people outside of NIFA.
3	Pre-login	Access	How do I get access to LMD?	<p>To request for, and get access to, LMD, you must:</p> <ol style="list-style-type: none"> 1. Complete the Access Verification Form. The form can be downloaded from NIFA intranet site at http://intranet.NIFA.usda.gov/groups/ISTM_Forms 2. Obtain approval from the head of your unit, or the head's authorized designee. 3. Forward the Access Request Form signed by the head of your unit, or head's authorized designee to C2IT 4. Allow 24 to 48 hours for processing your request and establishing your access privileges or until you receive notification via e-mail. 5. Access the LMD by clicking on, or entering the following address into your browser, http://reeis.usda.gov/pls/portal/url/page/lmd/r1 6. Use your network user ID and Password to login to LMD
4	Pre-login	Access	Why is my password or/and ID is not working.	<p>There are several reasons why your password may not be working:</p> <ol style="list-style-type: none"> 1) Your request for access to LMD may not have been approved. In this case, you would need to contact the head of your unit for details. 2) Your request for access to LMD may not have been processed yet. Please allow 24 to 48 hours for processing your request after your request has been approved. Note: You will receive notification via e-mail as soon as your request is processed, and your accessed established 3) Your access privilege may have been revoked due to reasons not related to LMD. Contact C2IT for details. 4) Your password may have expired or 5) You might have recently changed your network password. If so, use the new network password to login to LMD. <p>Note that your password to LMD is the same as your password to</p>

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				the NIFA network. Changes made to your network ID and password will also apply in LMD.
5	Post-login	Data	Can I modify data in LMD?	No. As the Dashboard is inherently designed as read-only system, you can not modify the data in it. Required modifications to the data must take place in the source/operational systems where the data are extracted from on nightly, weekly and yearly bases. Currently, the data in LMD come from CRIS and CREEMS. Future releases will incorporate data from other source systems including POW.
6	Post-login	Data	I was looking at the data and don't think it is right.	<p>If you believe the data in LMD might be incorrect, please send us an e-mail at LMDFeedback@NIFA.usda.gov. To help us correct the data in timely fashion, please tell us which data, and why you think it is incorrect.</p> <p>Please note, as the Dashboard is inherently designed as read-only system, any data correction must take place in the source/operational systems where the data comes from. Please be advised the process of correcting data may take from several hours to several days.</p>
7	Post-login	Navigation	Can I damage the data in LMD?	No. As the Dashboard is a read-only system, it does not allow users to modify the data displayed in it. As the result, your chances of inadvertently damaging the data are greatly minimized. In general, you should not be concerned or worried about damaging the data.
8	Post-login	Navigation	Can I sort the columns?	No. The current release of the dashboard does not provide the capability to sort information by column; however, we are considering including that capability in future releases. Stay tuned!
9	Post-login	Navigation	Where do I go to set up what programs are displayed for me?	<p>To set up or customize your Dashboard to display only programs of interest to you:</p> <ol style="list-style-type: none"> 1. Click on “My Settings” option from the main navigation bar. 2. Click on “Programs” sub tab 3. Highlight and Move the programs of your interest from the <i>Available</i> column to the <i>Selected</i> column 4. Click on the Submit button. <p>Note: Unless you Click on the Submit button, your new settings will not take effect.</p>

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10	Post-login	Navigation	Will Outlook automatically open when I email the PD from LMD?	Yes. If your Outlook is properly installed and setup, it will automatically open when you click on hotlinks associated with e-mail addresses such as the one for Project Directors (PD).
11	Post-login	Printing	Can I print the chart only?	No. The Dashboard does not have the capability to print chart only; however, the functionality will be available in future releases.
12	Post-login	Security	Can I share this data with my stakeholders?	Some of the information in LMD is sensitive and confidential. You must obtain a written approval from the head of your unit, or head's designee prior to sharing the information with stakeholders or anyone else.
13	Post-login	Security	Can my co-worker see my data?	Yes. Portion of the data in LMD can be seen by anyone who has access to the system; however, the information displayed under My Projects tab is limited to NPLs that serve as programmatic contact for those projects, or NPLs designees.
14	Post-login	Security	Can my supervisor see my list of overdue progress reports?	Though much of the information in LMD can be seen by those who have access to the system, your list of overdue progress reports can only be seen by those you designate.
15	Post-login	Security	Is the data in LMD protected by the Privacy Act?	The data in LMD are not protected by the Privacy Act. However, agency policy may require that you should obtain written approval from the head of your unit or the head's designee prior to viewing or sharing the information with others.
16	Post-login	Settings	I don't see my program (or KA, or SOI, etc.) in the settings list.	If you do not see your programs, KAs, SOIs etc. in the list shown under the settings option, please send us an e-mail at LMDFeedback@NIFA.usda.gov with the nature and type of the information that is missing.
17	Post-login	Settings	I'm in LMD, but I'm not seeing the data for my program.	To see the data for your program, you must first set up your Dashboard to include your program codes. You can setup your program codes by accessing the “ My Settings ” option from the main navigation bar.

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18	Post-login	Settings	I support multiple NPLs. How do I switch to seeing the data for the others that I support?	<p>To see the data for your NPLs,</p> <ol style="list-style-type: none"> 1. Click on My Projects from the main navigation bar, 2. From the Projects For dropdown box at the top of the page, Select the NPL, whose data you want to see. <p>Note: If you do not see the name of the NPL whose data you want to see in the Project For dropdown box, you should contact us at LMDFeedback@NIFA.usda.gov</p>
19	Post-login	Personalization	<p>Can I change the chart type for some of the charts?</p> <p>Can I change the colors of the chart?</p>	No. You cannot make any modification to the charts in the dashboard.
20	Post-login	Data	Can I download the data to other software, such as Excel?	No. The current release of the dashboard does not provide the capability to download data to other software such as Excel; however, we plan to offer the capability in future releases. Stay tuned!
21			How does the system "know" what to display on My Projects page?	The Dashboard uses the programmatic contact information stored in CRIS to decide what to display on My Projects page.
22	Post-login	Data	Where is this data coming from?	The financial expenditure data shown under “ My Snapshots ” tab and “ Awards ” sub-tab comes from CREEMS; the balance comes from CRIS.
23	Post-login	Data	How does LMD get the data that comes from other agencies?	The Dashboard gets the data that comes from other agencies from CRIS. CRIS, in turn, receives the information from partner institutions as part of their submission to NIFA.
24	Post-login	Data	How often is the data updated?	<p>The data in the dashboard are updated on regular bases as follows:</p> <ol style="list-style-type: none"> 1. Data displayed under Awards sub tab, under My Snapshot are updated on nightly bases 2. Data displayed under My Projects tab are updated on Weekly

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				<p>bases</p> <p>3. All other data displayed in dashboard are updated on yearly bases</p>
25	Post-login	Data	I don't understand what you mean by Knowledge Area (Subject of Investigation, Field of Science)	Knowledge Area, Subject of Investigation, Field of Science are classification categories that NIFA uses to link and align research, education and extension projects with the agency's strategic goals and objectives.
26	Post-login	Data	I have a suggestion on changing something in LMD. Who do I contact?	We welcome your suggestions for improving the Dashboard. You can contact us via e-mail at LMDFeedback@NIFA.usda.gov
27	Post-login	Settings	I'm in LMD, but no data displays for me.	<p>There are two reasons why you may not be seeing data in the dashboard:</p> <ol style="list-style-type: none"> 1. The Dashboard may have not received any data related to you from the source system: This may happen <ol style="list-style-type: none"> a. if you are a new NPL or may not be serving as a programmatic contact for projects or b. If you are a Program Specialist and has not yet been designated by your NPLs to view their data 2. You have not yet customized your settings to include your KAs, SOIs, FOS, FDC and Program Codes 3. You may have overlooked to press on the Submit button after changing your settings, as result you new settings may have not taken effect.
28	Post-login	Data	What do you mean by Portfolio?	Portfolio is defined by the Office of Planning & Accountability (OPA). You should contact that Office for assistance in this regard.
39	Post-login	Data	What is funding mechanism?	Funding mechanism is a process that NIFA uses to administer federal assistance for research, education and extension activities at universities and other educational institutions. There are three main funding mechanisms: formula funds; competitive grants; and non-competitive grants and agreements.

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30	Post-login	Data	Why don't I see anything earlier than 1998?	The business requirement calls for information since 1998; however, if you have needs to view information pre-dating 1998, please contact us via e-mail at LMDFeedback@NIFA.usda.gov . Your email should include a brief description of the data you would like to see in the dashboard and a business justification for it.
31	Pre-login	Access	I can't find where LMD is. What is the website or web address for LMD?	You can find the LMD on NIFA intranet site under The website or the web address for LMD is: http://www.reeis.usda.gov/pls/portal/url/page/lmd/r1 Note: You must use your network ID and Password to login to LMD.
32	Post-login	Data	How does LMD decide when a progress report is overdue?	Progress Report due dates are calculated in two ways (depending on the type of project.): Grant Projects awarded in 2005 or later: <ul style="list-style-type: none"> • CRIS requests for progress reports are sent on the anniversary month of the project (the same month of the start date). These are “due” 90 days after the project’s anniversary date. • On the anniversary date of the project a “progress report due” alert is generated. • After 90 days if the project has not yet submitted a progress report, a “progress report overdue” alert is generated. Formula Funded or Grant projects (awarded prior to 2005): <ul style="list-style-type: none"> • CRIS sends a request for progress reports after the end of the fiscal year. These are “due” on one of two dates depending on the time period in which the division station chooses to cover in the report. All projects at a division station must be reported on the same yearly basis. Reports for grant projects awarded before 2005 at a non state partner organization (OCI) are based on the fiscal year. In order to catch all projects regardless of their division station practices. The formula funded projects may report on the fiscal year, in this case the report is “due” Feb. 1. The project may report on the calendar year, in this case the report is “due” by April 1. In order to simplify the equation, the dashboard calculates the alerts as follows: <ul style="list-style-type: none"> • The “progress report due” alert is generated at the end of the

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				<p>fiscal year.</p> <ul style="list-style-type: none"> The “progress report overdue” alert is generated on the later of the two due dates (April 1) if the project has not yet submitted a progress report.
33	Post-login	Data	How does LMD decide what termination reports are overdue?	<p>Progress Report due dates are calculated in two ways (depending on the type of project.):</p> <p>Grant Projects awarded in 2005 or later:</p> <ul style="list-style-type: none"> CRIS sends a request for termination reports in the month of the termination date. These are “due” 90 days after the project’s termination date. On the termination date of the project a “termination report due” alert is generated. After 90 days if the project has not yet submitted a termination report, a “termination report overdue” alert is generated. <p>Formula Funded or Grant projects (awarded prior to 2005):</p> <ul style="list-style-type: none"> CRIS sends a request for a termination report after the end of the fiscal year. These are “due” on one of two dates depending on the time period in which the division station chooses to cover in the report. All projects at a division station must be reported on the same yearly basis. Reports for grant projects awarded before 2005 at a non state partner organization (OCI) are based on the fiscal year. In order to catch all projects regardless of their division station practices. The formula funded projects may report on the fiscal year, in this case the report is “due” Feb. 1. The project may report on the calendar year, in this case the report is “due” by April 1. In order to simplify the equation, the dashboard calculates the alerts as follows: The “termination report due” alert is generated at the end of the fiscal year if the project’s termination date is within the fiscal year. The “termination report overdue” alert is generated on the later of the two due dates (April 1) if the project has not yet submitted a termination report.
34	Post-login	Data	An overdue report keeps showing up on	<p>Contact a member of the dashboard development team and also CRIS staff to have the connection to the project removed. The CRIS system will have the NPL as either a Programmatic Contact or a</p>

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			My Projects but I am not the NPL for that project. How do I get it off my screen?	Reviewer of the project. (The dashboard team can remove the connection, but if the connection is still there in the CRIS system, the user could be tied to the project again if any updates to the project are sent from CRIS to the dashboard.)